

**Board of Library Trustees**  
**Minutes of Public Meeting February 27, 2019**  
**Provincetown Public Library**

**Members Present:** Stephen Desroches, Stephen Borkowski, Paul Richardson, Joan Prugh, and Barbara Klipper (via telephone).

**Others Present:** Amy Raff (Library Director).

**1. Call to Order:** Stephen Desroches called the meeting to order at 6:07 P.M.

**2. Approval of Agenda:** Stephen Desroches stated that the agenda would be followed in the order published.

**3. Approval of Minutes:** Joan Prugh made a motion to approve the January 16, 2019 minutes. Stephen Borkowski seconded the motion, and it was so voted, 5-0.

**4. Public Statements:** None.

**5. Director's Report:** Director Amy Raff reviewed the highlights of the Director's Report:

**a. Operational/Financial:**

- Collected and deposited \$1,509 into the Library Gift Fund since January 16, 2019 including \$435 from the Annual Appeal, \$20 in tote sales, \$8 in postcard sales, and \$517 in book/dvd sales.
- A Budget expenditure to date: \$166,849 (60% of total allowance).
- B Budget expenditure to date: \$50,4594 (52% of total allowance).
- Total number of items added to the collection in January: 206
- Total number of items withdrawn from the collection in January: 162
- Instagram followers increased from 972 to 1000.
- Amy's meeting highlights included a visit to the COA to promote the Library and its offerings, a Civic Discourse Interview, a Town Website Committee meeting, and an Interview Committee meeting for the new School Librarian.
- Programming highlights since the January Board Meeting included an Open Mic event commemorating the late Mary Oliver which generated an attendance of 85, the Cary Grant Free Movie series (35), the French Film series (22), and the start of a monthly Afternoon Coffee with the Town Manager (32).

## **b. Updates from Staff:**

- Updates from the Friends of the Library: Amy met with the re-constituting Friends group this week. They are working on a MOU and updating their bylaws. In addition to contributing \$2000 to the Book Festival, funding and coordinating the Library's Sparkle Season Party for \$700, they will be funding the Book Bike (\$3,500), and have committed \$1,000 to the Moby Marathon. They will also take pay for the Moby merchandise totaling \$1290.
- Amy will be representing the Library at the Year Rounders' Festival next month. She'll be promoting library programs and services, and hopefully getting sign-ups for Moby readers.
- Binge Boxes are here! The Library has introduced five Binge Boxes to its collection: "The American West," "Cape Cod," "Provincetown," "Writers with Writer's Block," and "Marvel Phase 1."
- Moby merchandise has arrived. This year, the Library will offer 2 colors of t-shirts in both men's and women's sizes and 2 tote options. Brittany is also working to schedule readers and a theater group for the event.
- The Library was awarded a \$1,000 grant from the State Historical Records Advisory Board, which will provide an archival fellow who will help in processing donations. \$300 will go toward archival supplies.
- The 2019 Provincetown Reading Challenge has 60 members, who are posting on Facebook and/or sharing emails about the books they are reading. There have been too small, face-to-face meetings during coffee hour on the first Friday of each month.
- Nan convened the 2019 Provincetown Book Festival Advisory Committee, which has 17 members, comprised of mostly authors for have appeared at the Festival, plus some Board volunteers. The Committee meets by email and it is well underway with the planning phase.

## **6. Old Business**

- a. Annual Appeal:** The Annual Appeal has brought in \$7,186. Amy reiterated her hopes to prepare and send the Library's Annual Appeal using volunteer efforts, rather than Sir Speedy, in the future.

- b. **Strategic Planning Process Update:** Amy is still formulating the Strategic Planning Committee. Barbara Klipper will serve as the Board's representative on the Committee. Amy indicated that this planning process will gain more momentum in March.
- c. **FY20 Budget Update:** Amy completed the final step required by her in the budget process by presenting the Library's FY2020 Budget to the Finance Committee.

## 7. New Business

- a. **Rose Dorothea Award:** The Board worked to codify the processes involved with the Rose Dorothea Award. After some debate and discussion, the Board presented the following Rose Dorothea Award statement: "The Rose Dorothea Award is presented by the Board of Library Trustees of the Provincetown Public Library to a person with a strong connection to the Outer Cape who has made a significant contribution through the written word. The Board of Library Trustees nominates and selects the award recipient." Paul Richardson made a motion to approve this Rose Dorothea Award statement. Joan Prugh seconded the motion, and it was so voted, 5-0.

The Board plans to discuss potential 2019 Rose Dorothea Award recipients at the March meeting.

- b. **Other:** Amy introduced the idea of a Mary Oliver Memorial Bench or Garden that was brought to her by Lynn Kratz. The Board discussed the idea and expressed its belief in the need for more specifics and a need to clarify which divisions of the Town would need to be involved. The Board also discussed a potential location for such a bench or garden. Overall, the Board is in favor of the concept of such a tribute. However, in order to move forward, the Board would like to see various, more official, proposals for such a tribute/space.

The Board discussed travel and accommodation considerations for the Moby Marathon's featured programmers and performers.

Stephen Borkowski discussed the Art Commission's intention of hanging the Nautilus Club's quilt on the Library's first floor. The Board was in support.

Finally, Stephen Borkowski addressed the Historical Commissions desire to get a certain scrapbook scanned and requested Amy's help in contacting the appropriate representative to accomplish this task. Amy agreed to help.

**8. Adjournment:** Joan Prugh moved to adjourn the meeting. Stephen Borkowski seconded the motion. The meeting was adjourned at 7:49 P.M.

Respectfully submitted,  
Brittany Taylor